



# CITY OF HOUSTON

Public Works and Engineering  
Department

Utility Customer Service  
P.O. Box 4863  
Houston, Texas 77210-4863  
[www.houstontx.gov](http://www.houstontx.gov)

## Commercial / Multi-Family Water/Wastewater Service Application Information

Welcome to the City of Houston and thank you for your interest in establishing a water/wastewater account with Utility Customer Service.

In addition to a completed Commercial/Multi-Family service application, the following information is required on all new water/wastewater accounts. Please read the following information carefully:

**NO APPLICATION WILL BE TAKEN IN THE NAME OF LESSEE OR TENANT ON MULTI-FAMILY/MULTI-UNIT ACCOUNTS.**

**Owners:** Property owners must provide a copy of the recorded deed to establish water service. If initiating service on same day of closing, a copy of the signed notarized deed with description of property/exhibit A will be accepted, pending receipt of the recorded deed within 60 days from service initiation date.

**Lessee:** Valid lease agreement must include the page indicating names, address and telephone numbers of lessor / lessee and length of lease, page-showing lessee responsible for water/wastewater service, and signed signature pages of both lessor and lessee. Handwritten lease agreements must be notarized.

**Security Deposits:** Per City Ordinance 47-68, Section C - Service will not be initiated until the deposit requirement is paid in full. Effective March 12, 2009, Water Customer Service is no longer waiving security deposits. For deposits totaling \$5000.00 or greater, a sample copy of the City of Houston's Surety Bond Form or an Irrevocable Letter of Credit is attached. If payment is by surety bond or letter of credit, one third of the deposit **MUST** be paid at the time of application and the Irrevocable Letter of Credit or Surety Bond **MUST** be received in our office within thirty (30) days or service may be terminated without further notice.

Accounts activated greater than sixty (60) days from date of responsibility (Deed or Lease) will be charged a failure to make application fee of \$30.00 and may be subject to back bill charges for consumption used.

Completed applications and the required documentation may be submitted via fax at 713-371-1057, via e-mail at [ucscmm@houstontx.gov](mailto:ucscmm@houstontx.gov) or mailed to Commercial Connects, First Floor, 4200 Leeland, Houston, Texas 77023-3016.

Deposits may be paid via telephone at 713-371-1400, Quick Pay through our website at [www.houstonwaterbills.org](http://www.houstonwaterbills.org), at any local grocery store payment center, or Western Union. Payment may also be mailed to Commercial Connects, First Floor, 4200 Leeland, Houston, Texas 77023-3016.

For additional information, please visit our website at [www.houstonwaterbills.org](http://www.houstonwaterbills.org).



# CITY OF HOUSTON

## Application for Water/Wastewater Services

This application is for Residential, Multi-Family, Commercial, Government and Church customers requesting to initiate a new water service account (s) or establish additional service. Please complete all blanks. Incomplete forms may delay the application process or result in the denial of service.

**NO APPLICATION WILL BE TAKEN IN THE NAME OF LESSEE OR TENANT ON MULTI-FAMILY/MULTI UNIT ACCOUNTS**

### I. General Information:

Select the account type you wish to establish: Single Family Residential ☐ Government ☐ Commercial ☒  
Church/Non Profit ☐ Multi-Family ☐

If Multi-Family Units, please indicate the number of apartments/units: \_\_\_\_\_

Today's Date: 10/8/2014 Date of Deed or Lease: \_\_\_\_\_ Request Date for Service: As Soon As Available

Name on Deed or Lease (Name on Account): CES Environmental Serv CH-7

Federal Tax ID No.: 76-0592985 SS No.: \_\_\_\_\_

State Tax ID No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Service Address: 4904 Griggs Rd. City: Houston State: TX Zip+4: 77021

Day Phone: None Evening Phone: None Fax Number: None

Cell Phone: None

E-mail Address: None

Name of Owner/Landlord: CES Environmental Serv. Inc. CH-7

Address: 4904 Griggs Rd. City: Houston State: TX Zip+4: 77021

Day Phone: \_\_\_\_\_

E-mail Address: None

Gated properties require Security Gate Pass Code: \_\_\_\_\_

Is there a fire line associated with this account? Yes ☐ No ☒

If yes, select the type of fire line: Metered ☐ Unmetered ☐

Are there additional meters associated with this service address? Yes ☐ No ☐ If yes, list additional meters below.

<u>Service Address</u>	<u>Account Number</u>
<u>4904 Griggs Rd.</u>	<u>0920-2370-1144</u>
<u>4904 Griggs Rd.</u>	<u>5010-0030-2023</u>
<u>4904 1/2 Griggs Rd.</u>	<u>0920-2375-1107</u>

See also Section V  
on page 3

Do you have other water accounts with the City of Houston? Yes ☒ No ☐

If yes, please list additional service address(s) under Section V.

### II. Mailing Address: (If different from service address)

Attention: Hughes Watters Askanase, D Kokenes Phone Number: 713-328-2874

Address: 333 Clay, 29<sup>th</sup> Floor City: Houston State: TX Zip+4: 77002-2571

**III. Authorized Payment Agent:** Provide copy of management agreement with application.

**Company or Contact Name:** David Askanase, Trustee

Address: 333 Clay, 29<sup>th</sup> Floor City: Houston State: TX Zip+4: 77002-2571

Day Phone: 713-759-0818 Fax No.: 713-759-6834 Cell Phone: \_\_\_\_\_

Email Address: daskanase@hwa.com

**IV. Property/Business Type:** Property Type/Property Information.

Please check any of the following as it relates to the business type or property:

Church: ☐ Non-Profit, per IRC Section 501 (c) (3) ☐

**Please note, depending on the type of account a recorded deed will be required to establish water service.**

**Commercial:**

- One Unit ☐  
Two Units ☐  
Three or More ☐  
Strip Center ☐  
Shopping Center ☐  
Hotel/Motel ☐  
Bank Building ☐  
Restaurant/Bakery ☐  
Industrial Laundry ☐  
Laundromat ☐  
Plater ☐  
Mortuary ☐  
Car Wash ☐  
Commercial Property ☒

**Multi-Family:**

- Two Units ☐  
Three Units ☐  
Four Units ☐  
Condo/Townhouse ☐  
Apartments ☐  
Trailer Park ☐

**Governmental:**

- County Government ☐  
State Government ☐  
Federal Government ☐  
City Government ☐

**Educational:**

- Private School ☐  
Private College ☐  
Public School ☐  
Public College ☐

**Business Types:**

General Partnership

DBA: Yes ☐ No ☐ DBA Name: \_\_\_\_\_

Ltd. Partnership ☐ EIN#: \_\_\_\_\_ General Partner's Name: \_\_\_\_\_

Partnership/Joint Venture ☐ EIN#: \_\_\_\_\_ General Partner's Name: \_\_\_\_\_

LLC ☐ EIN#: \_\_\_\_\_ General Partner's Name: \_\_\_\_\_

Sole Proprietor/DBA ☐ SS#: \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Corporation ☐ EIN#: \_\_\_\_\_

Home Owner's Association Name: \_\_\_\_\_ Articles of Incorporation required.

**V. Additional City of Houston Accounts:**

**Service Address**

4900 Griggs Rd.

**Account Number**

0920-2360-1401

5910 Wayland St.

0920-2310-1220

See also Section I  
on page 2

## VI. Confidentiality/Acknowledgement:

Public Information Awareness: Information we receive may be considered public information, which is subject to disclosure under Texas law. If you would like your records kept confidential, please check here: ☐

### §PLEASE READ BEFORE SIGNING§

I understand that the City of Houston shall have the right to terminate water/wastewater service if any of the information supplied is determined to be false or untrue. In addition, I understand and agree that the City of Houston, through its authorized employees, shall have access to its equipment at all reasonable times for the purpose of reading meters and inspection/testing, repairing/replacing any equipment which is the property of the City of Houston. If such equipment is located where an electronic security system is required, the City of Houston shall be supplied the security pass code for access to property. I understand all accounts are subject to being backed billed according to the execution date of the deed or the commencement date of the lease and a fee of \$30.00 will be applied. In addition, I understand that I am responsible for all minimum bills regardless if the water is used or not. I understand water service maybe terminated ~~if the required security deposit and/or monthly bills are unpaid.~~ I understand in accordance to City of Houston Code of Ordinance 47-39, if I no longer desire water service to be furnished to said property as noted by this application request, it is my responsibility to notify the department at least two days prior to the time I desire premises to be disconnected. I understand it is my responsibility to notify the department of any changes regarding my contact information such as: Mailing address, telephone number(s) or e-mail address.

The City will allow the charges to accrue during the EPA's activities and then, once service is disconnected, the City will seek Bankruptcy Court approval for a lump sum of payment of all accrued charges, which the Trustee will support as an Administrative Expense provided such charges are reasonably congruent with the \$16,746 estimated charges. The Estate will receive monthly invoices allowing it to track the actual charges as they occur but will not be charged late fees or be subject to interruption of service due to non-payment.

By signing below, I acknowledge that I am the authorized business representative and it is my responsibility to establish water/wastewater service with the City of Houston and all information is true and correct. I agree to comply with all Water Customer Service Policies and Ordinances as governed by the City of Houston Water and Sewer Code of Ordinances Chapter 47 Sections I-0(1), as they currently read or updated and revised by City Council.

I am the: Owner ☐ Agent ☒ Tenant ☐

David Askanase  
Printed Name

Trustee  
Title

Applicant's Signature

Date

## FOR OFFICE USE ONLY

### For WCS Office Use Only

Primary Account No.: \_\_\_\_\_

Tax ID Verified: Yes ☐ No ☐

State: \_\_\_\_\_

Good Standing: Yes ☐ No ☐

Amount of Deposit: \_\_\_\_\_ Deposit Paid: Yes ☐ No ☐

Payment Type: Cash ☐ Check ☐

Surety Bond: ☐ Surety Bond/Bank No.: \_\_\_\_\_ Letter of Credit: ☐ LOC No.: \_\_\_\_\_

1/3 Payment Amount: \_\_\_\_\_ Paid 1/3: Yes ☐ No ☐ 2/3 Balance Amount: \_\_\_\_\_

Backdate: Yes ☐ No ☐ If yes, \_\_\_\_\_ period to \_\_\_\_\_ period. Amount: \_\_\_\_\_

All accounts associated with this connect have been verified: Yes ☐ No ☐

Is TU & Code correct on all accounts for application? Yes ☐ No ☐ If no, FWO issued / Correct TU: \_\_\_\_\_

Employee Initials: \_\_\_\_\_

Supervisor Initials: \_\_\_\_\_